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December 9, 2016

GRANT APPLICATION GUIDE
for the
**Outdoor Environmental
Education Facilities**
Grant Program



State of California
Department of Parks and Recreation
Office of Grants and Local Services

"Creating Community through People, Parks, and Programs"

Send Applications and Correspondence to:

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

Phone: (916) 653-7423

www.parks.ca.gov/grants

And "like" us on Facebook

www.facebook.com/CAPARKGRANTS

"These things which can best be taught outdoors should there be taught."

~ L.B. Sharp

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Department Mission

The mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

The Office of Grants and Local Services (OGALS) Mission Statement

The mission of the Office of Grants and Local Services is to address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships and providing leadership through quality customer service.

OGALS Vision Goals

- ❖ Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- ❖ Committed to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- ❖ Sensitive to local concerns while mindful of prevailing laws, rules and regulations.
- ❖ Responsive to the needs of applicants, GRANTEES, nonprofit organizations, local governments, and legislative members, who are our partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

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OGALS welcomes you to the Outdoor Environmental Education Facilities Program

Use this guide for the competitive application process.

- Review the GRANT ADMINISTRATION GUIDE before sending your APPLICATION PACKET to OGALS. It contains important information about OGALS' administrative requirements that is helpful for applicants to know before submitting an APPLICATION PACKET.
- Please call, write, or email OGALS with any questions or comments. Contact information for OGALS is located on the front cover of this guide.
- Our web page is www.parks.ca.gov/grants. It features OUTDOOR EDUCATION Facilities Program technical assistance materials and updates, staff contacts, and the GRANT ADMINISTRATION GUIDE.
- See page 26 to 28 for the definitions of words and terms shown in SMALL CAPS.

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 (Proposition 40)

On March 5, 2002, voters passed Proposition 40 by 56.8%, the \$2.6 billion "California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002" (2002 Resources Bond). The passage of Proposition 40 provided funds for local assistance grants as set forth in Public Resources Code (PRC) §5096.600 through §5096.683.

Bond Act Intent

The California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002 is intended to acquire and develop properties of the state park system, to acquire and develop neighborhood, community, and regional parks and recreational areas, for land, air, and water conservation programs, including acquisition for those purposes, and to acquire, restore, preserve and interpret California's historical and cultural resources.

Outdoor Environmental Education Facilities Competitive Program Intent

To provide assistance to state and local agencies and community-based organizations with regard to the development of outdoor environmental education facilities.

I. Program Information

Application Deadline

The APPLICATION PACKET deadline for this one-cycle grant program will be announced by OGALS. APPLICATION PACKETS must be postmarked by the deadline posted on OGALS website at www.parks.ca.gov/grants. OGALS mailing address is located on the cover of this guide.

- APPLICANTS may submit multiple APPLICATION PACKETS.
- Each PROJECT SITE requires its own APPLICATION PACKET.
- Multiple APPLICATION PACKETS *may not* be submitted for the same PROJECT SITE.

Amount of Funds Available: To be determined

Minimum Grant Request: There is no minimum

Maximum Grant Request: \$500,000

Eligible Projects

DEVELOPMENT of public OUTDOOR EDUCATION facilities, structures and exhibits. Development must be outdoors, in a natural setting with native vegetation. Amenities may provide OUTDOOR EDUCATION on their own (such as signs, kiosks, nature trails), or consist of outdoor structures that facilitate providing OUTDOOR EDUCATION (such as campfire centers, amphitheaters, group campgrounds).

Ineligible Projects

- Acquisition projects
- Education programs, activities, and programmatic development
- Purchase of specimens
- Indoor facilities, including nature centers, restrooms and traditional classrooms

Eligible Applicants

- Cities and counties, including a city and county
- Nonprofit organizations – Any nonprofit public benefit corporation formed pursuant to the Nonprofit Corporation Law (commencing with Corporations Code §5000), qualified to do business in California, and qualified under Section 501(c)(3) of the Internal Revenue Code.
- Districts – Any regional park district, regional park and open-space district, or regional open-space district formed pursuant to Article 3 (commencing with PRC §5500) of Chapter 3, any recreation and park district formed pursuant to Chapter 4 (commencing with PRC §5780), or an authority formed pursuant to Division 26 (commencing with PRC §35100). With respect to any community or unincorporated region that is not included within a district, and in which no city or county provides parks or recreational areas or facilities, “district” also means any other district that is authorized by statute to operate and manage parks or recreational areas or facilities, employs a full-time park and recreation director, offers year-round park and recreation services on lands and facilities owned by the district, and allocates a substantial portion of its annual operating budget to parks or recreation areas.

II. Application Process

1. Review this guide to understand the competitive APPLICATION PACKET requirements and plan your PROJECT.
2. Send one unbound copy of each APPLICATION PACKET to OGALS, postmarked by the application deadline. The APPLICATION PACKET section, beginning on page 4, provides directions and forms.
3. OGALS will send a letter to APPLICANTS indicating receipt of the APPLICATION PACKET.
4. OGALS may request revisions of APPLICATION PACKET documents if they are incomplete.
5. Applications will be ranked by OGALS based on Project Selection Criteria responses. Grant award decisions will be announced approximately six months after the application deadline. APPLICANTS will receive either a grant award or denial letter.

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III. Grant Administration Process and Performance Period

1. The GRANT PERFORMANCE PERIOD begins on the APPROPRIATION DATE.
 - Costs incurred after the APPROPRIATION DATE *but before* a CONTRACT is signed by the AUTHORIZED REPRESENTATIVE and OGALS *are at the APPLICANT'S own risk* until the CONTRACT is fully executed.
2. OGALS will send a CONTRACT to APPLICANTS who receive a grant award letter after they attend the mandatory grant administration workshop.
3. APPLICANTS become GRANTEES when their CONTRACTS are signed by their AUTHORIZED REPRESENTATIVE and OGALS. CONTRACTS must be encumbered within three years from APPROPRIATION DATE.
4. GRANTEES start using the GRANT ADMINISTRATION GUIDE on receipt of a fully executed grant contract letter. The GRANT ADMINISTRATION GUIDE includes a CONTRACT and its provisions.
 - The CONTRACT includes a provision that a deed restriction is required to be recorded on the PROJECT property if the APPLICANT owns the land.
5. ELIGIBLE COSTS incurred after the APPROPRIATION DATE may be eligible for reimbursement after a GRANT is awarded and the CONTRACT is signed by the AUTHORIZED REPRESENTATIVE and OGALS.
6. The PROJECT must be complete, open to the public and final paperwork submitted to OGALS three months prior to the end of the GRANT PERFORMANCE PERIOD, which is eight years after the APPROPRIATION DATE.

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IV. Application Packet Checklist

Applicant must complete the checklist below and submit it with the APPLICATION PACKET. An application will not be considered complete unless all items on the checklist are submitted. All checklist items are required; however some items may be submitted up to 60 days after the application deadline (see below). Send only the items shown in the Checklist. **Do not send letters of support or other supplementary materials.**

Applicant/Project Name:					
Application Item <input checked="" type="checkbox"/>	Application Guide Page #	Signed by Authorized Representative <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? (must be within 60 days of deadline)	Application Packet Page #
<input type="checkbox"/> Application Packet Checklist	Pg. 4		Required		Pg. _____
<input type="checkbox"/> Application Form	Pg. 6	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Grant Scope/ Cost Estimate	Pg. 7	<input type="checkbox"/>	Required		Pg. _____
<input type="checkbox"/> Authorizing Resolution	Pg. 8	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> CEQA Compliance Certification Form	Pg. 14	<input type="checkbox"/>	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Land Tenure Requirement	Pg. 12		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Sub-Leases or Agreements	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Site Plan	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Photos of the Project Site	Pg. 14		Y / N	_____ date	Pg. _____
<input type="checkbox"/> Project Summary	Pg. 14		Required		Pg. _____
<input type="checkbox"/> Project Selection Criteria	Pg. 15		Required		Pg. _____
<input type="checkbox"/> Match Certification Form	Pg. 22	<input type="checkbox"/>	Required		Pg. _____

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Additional Checklist for Nonprofit Applicants:

Nonprofits must complete the checklist below and submit with the APPLICATION PACKET. These documents will be used in evaluating Criterion #5, Organizational Capacity.

Do not send letters of support or other supplementary materials.

Application Item <input checked="" type="checkbox"/>	Item Enclosed? Circle Y (Yes) or N (No)	If not enclosed, will submit by? (must be within 60 days of deadline)	Application Packet Page #
<input type="checkbox"/> Letter of Determination from the Internal Revenue Service indicating 501(C)(3) status	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Articles of Incorporation	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Mission statement	Y / N	_____ date	Pg. _____
<input type="checkbox"/> First two pages of the NONPROFIT'S most recently filed federal 990 Form	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Balance sheet showing assets and liabilities for most recent FY	Y / N	_____ date	Pg. _____
<input type="checkbox"/> Income statement showing revenue and expenditure projections for the next calendar or fiscal year	Y / N	_____ date	Pg. _____

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State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
**Outdoor Environmental Education Facilities
Project Application Form**

PROJECT NAME	REQUESTED GRANT AMOUNT \$
FACILITY NAME and PHYSICAL ADDRESS where PROJECT is located (including zip code)	LAND TENURE (<input type="checkbox"/> all that apply) <input type="checkbox"/> Owned in fee simple by APPLICANT <input type="checkbox"/> Available (or will be available) under a _____ year lease or easement
NEAREST CROSS STREET	
COUNTY OF PROJECT LOCATION	
APPLICANT NAME AND MAILING ADDRESS (entity applying for the grant)	
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION	
Name (<i>typed or printed</i>) and Title	
Email address	
Phone	
APPLICATION CONTACT	
Name (<i>typed or printed</i>) and Title	
Email address	
Phone	
GRANT CONTACT - For administration of grant if awarded (<i>if different from AUTHORIZED REPRESENTATIVE</i>)	
Name (<i>typed or printed</i>) and Title	
Email address	
Phone	
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached GRANT SCOPE/Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.	
Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution	
Date	
Print Name _____	
Title _____	

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State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

**Outdoor Environmental Education Facilities
Grant Scope/Cost Estimate Form**

GRANT SCOPE (*Briefly describe the PROJECT, and how it will support OUTDOOR EDUCATION*):

Grant Scope Items (fold contingencies and soft costs into the associated element to be installed or renovated - a line item for contingency is not allowed) - ☐ all that apply:

<u>Install</u>	<u>Renovate</u>		Estimated Cost
<u>New</u>	<u>Existing</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Freestanding structures with interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor exhibit(s) other than interpretive signage	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Native habitat plantings in an OUTDOOR EDUCATION facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Amphitheater, outdoor classroom, deck, plaza, dock or other gathering place used for OUTDOOR EDUCATION	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Interpretive displays on existing trail(s)	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Group camping facility	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Nature trail	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	\$ _____

For applications proposing to use Outdoor Environmental Education Program grant funds for NON-CONSTRUCTION COSTS, indicate estimated cost (cannot exceed 25% of Grant Amount):

Estimated Cost:
\$ _____

Total Grant Amount Requested: \$ _____

The APPLICANT understands that all of the items listed on this form must be completed and open to the public before the final grant payment will be made.

AUTHORIZED REPRESENTATIVE Signature

Date

Authorizing Resolution

The Authorizing Resolution serves two purposes:

1. It is the means by which the APPLICANT'S Governing Board agrees to all the terms of the State CONTRACT; it provides a descriptive PROJECT title and confirmation that the APPLICANT has the funding to complete the proposed PROJECT.
2. Designates a position title to represent the Governing Board on all matters regarding the application and PROJECT. The incumbent in this position is referred to as the AUTHORIZED REPRESENTATIVE.

The AUTHORIZED REPRESENTATIVE can delegate signing authority to other individuals (by position title) either in entirety or for particular documents. The delegation process requires that the AUTHORIZED REPRESENTATIVE submits a letter (on letterhead) or email to OGALS delegating authority.

The Authorizing Resolution on the following page may be reformatted; however, the *language provided in the resolution must remain unchanged*. Any changes to the language may require OGALS Legal Office review. The time involved with the legal review process may delay application approval and could affect OGALS ability to fund the PROJECT.

All signatures required in this application guide are the signature of the AUTHORIZED REPRESENTATIVE.

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Resolution No: _____

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors/Directors) OF (City, County, District, or Non-Profit Organization)
Approving the Application for
OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Environmental Education Facilities Grant Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:
Approves the filing of an application for the (name of project); and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to (designated position) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the _____ day of _____, 20_____

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the (Applicant's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

(Clerk)

CEQA Compliance

“CEQA” is the California Environmental Quality Act as stated in the Public Resources Code §21000 et seq., Title 14 California Code of Regulations §15000 et seq. CEQA law establishes policies and procedures that require entities to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of an entity’s proposed PROJECT. For more information, see <http://ceres.ca.gov/ceqa/>.

The APPLICANT should check with its local city or county planning agency for CEQA compliance information.

CEQA compliance must be complete within 60 days of the application due date.

- Provide the CEQA Compliance Certification Form (see page 11).
- Provide a copy of the Notice of Exemption *or* the Notice of Determination.

If a Notice of Exemption *or* a Notice of Determination was not completed, provide a letter from the CEQA Lead Agency that explains why, certifies that the PROJECT is CEQA compliant, and notes the date that the PROJECT was approved by the Lead Agency (Public agency responsible for environmental review and approval).

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State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
**Outdoor Environmental Education Facilities
CEQA Compliance Certification Form**

Applicant: _____

Project Name: _____

Project Address: _____

When was CEQA analysis completed for this Grant Scope? Date: _____

What documents were filed for this project's CEQA analysis: (check all that apply)

- ☐ Initial Study ☐ Notice of Exemption ☐ Negative Declaration
☐ Mitigated Negative Declaration ☐ Environmental Impact Report
☐ Other _____

Please attach the Notice of Exemption or the Notice of Determination as appropriate.

If these forms were not completed, please attach a letter from the Lead Agency explaining why, certifying the project has complied with CEQA and noting the date the project was approved by the Lead Agency.

Lead Agency Contact Information (Public agency responsible for environmental review and approval):

Agency Name: _____ **Contact Person:** _____

Mailing Address: _____

Phone: (____) _____ **Email:** _____

Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the PROJECT identified above and that the PROJECT is described in adequate and sufficient detail to allow the PROJECT'S construction.

I certify that the CEQA analysis for this PROJECT encompasses all aspects of the work to be completed with GRANT funds.

AUTHORIZED REPRESENTATIVE
(Signature)

Date

AUTHORIZED REPRESENTATIVE
(Printed Name and Title)

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Land Tenure Requirement

The purpose of the land tenure requirement is to verify that the APPLICANT has sufficient legal rights to the property to fulfill the terms of the grant agreement.

- Grant amounts up to \$100,000 require at least 20 years of land tenure.
- Grant amounts greater than \$100,000 require at least 30 years of land tenure.
- The 20 or 30 year land tenure requirement begins on the appropriation date.

If the applicant owns project site, provide one of the following:

- Deed or deed recordation number
- Title search
- Current county assessor's parcel map

If the applicant does not own the property, provide Land Tenure Agreement Form (page 13) and:

- Signed land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form
- Or
- Unsigned land tenure agreement, with the sections of the agreement highlighted that meet the requirements in the Land Tenure Agreement Form
 - Letters from the Authorized Representative and the landowner, committing to sign the agreement should the grant be awarded.

If awarded a grant, the land tenure requirements in the contract are shown below. The entire grant contract including all provisions can be found in the GRANT ADMINISTRATION GUIDE.

Contract Provision - Use of Facilities:

- The GRANTEE agrees that it shall operate and maintain the property developed with the grant monies in accordance with the land tenure requirements set forth in the Outdoor Environmental Education Facilities GRANT ADMINISTRATION GUIDE.
- The GRANTEE agrees that it shall use the property developed with grant monies under this CONTRACT only for the purposes of the GRANT. No other use, sale or other disposition or change of use of the property to one not consistent with the GRANT SCOPE shall be permitted except as authorized by a specific act of the Legislature. The property shall be replaced with property of equivalent value and usefulness as determined by the State.
- The property developed may be transferred to another eligible entity if the successor entity assumes the obligations imposed under this CONTRACT and with the approval of the State.

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State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
**Outdoor Environmental Education Facilities
Land Tenure Agreement Form**

If the APPLICANT does not own the land in fee simple, the APPLICANT must complete this form

Applicant: _____

Project Name: _____

Attach a copy of the signed land tenure agreement. Identify the page numbers where the following information can be found in the land tenure agreement and highlight the provisions in the agreement where the information is located.

☐ **Type of Agreement** _____
Identify the type of agreement, for example: lease, joint powers agreement, easement, memorandum of understanding, etc.

☐ **Parties to the Signed Agreement**Page _____
• Highlight the sections which identify the parties to the agreement.
• The agreement must be signed by all parties.

☐ **Term of the Agreement**Page _____
• All grant amounts up to \$100,000 require at least 20 years of land tenure.
• All grant amounts greater than \$100,000 require at least 30 years of land tenure.
• The 20 or 30 year land tenure requirement begins on the appropriation date.

☐ **Renewal Clause**Page _____
The renewal clause must include an option, which can be non-binding, for the APPLICANT/GRANTEE to renew the agreement beyond the original 20 or 30 year term.

☐ **Termination (Revocability)**Page _____
Any of the following is acceptable:
• No termination clause - the agreement is non-revocable.
• Termination clause specifies that the agreement is revocable:
 ○ For breach of the CONTRACT provisions, i.e., for cause.
 ○ By mutual consent.
The termination clause cannot allow the land owner to revoke the agreement without cause, i.e., at will.

☐ **Site Control, Roles and Responsibilities**Page _____
• The agreement must authorize the APPLICANT to proceed with the construction PROJECT should the GRANT be awarded. The APPLICANT may delegate construction to other entities.
• The agreement establishes when the general public can use the PROJECT and gives APPLICANT permission to operate the PROJECT SITE (such as scheduling recreational programs). The APPLICANT may delegate operational roles to other entities but is bound through the CONTRACT provisions to ensure public access should the GRANT be awarded.
• The agreement identifies which entity will maintain the PROJECT SITE. The APPLICANT may delegate maintenance to other entities but is bound through the CONTRACT provisions to ensure maintenance of the PROJECT SITE should the GRANT be awarded.

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Sub-Leases or Other Agreements

Provide a list of any *other* leases or agreements, not related to land tenure, affecting PROJECT property such as maintenance agreements, concessionaire contracts, etc. If necessary, note if the status of the lease or agreement is proposed or draft.

Or

If this item does not apply, provide a statement saying “there are no subleases or other agreements.”

Concept Level Site Plan

Provide a drawing no larger than 11"x17" clearly showing the boundary of the PROJECT SITE and location of each element listed in the GRANT SCOPE/Cost Estimate form.

Photos of the Project Site

Provide up to four pages of photographs with labels, showing the PROJECT SITE and its surrounding area. Provide a caption for each photo describing what is depicted.

Indicate direction (north, south, east, or west).

Project Summary

To facilitate OGALS’ understanding of the proposed PROJECT, provide a one-page summary that explains the PROJECT and any additional enhancement or development plans to be made to the PROJECT SITE (not scored).

V. Project Selection Criteria

Project Selection Criteria Overview

OGALS will use Project Selection Criteria responses to rank all competing applications. All competing applications start with 0 points. The maximum score is 100 points.

CRITERIA	POINT VALUE
1. Need for OUTDOOR EDUCATION	25
2. Educational Opportunities	25
3. Participant Outreach	15
4. Project Availability	15
5. Organizational Capacity	10
6. Operation and Maintenance	5
7. Match Funds	5
Maximum Score	100

- The APPLICANT must respond to the Project Selection Criteria in the order outlined above. Please respond to each criterion separately. Criterion 7 requires the Match Certification Form be completed.
- Label your responses to follow the same number and/or letter order of each Criteria question.
- There is a 10 page limit for the Project Selection Criteria response which must be provided on single-sided, 8 ½" x 11" pages, double-spaced, with 12-point Arial font. Criterion 7, the Match Certification Form, is not considered part of the 10 page limit.
- Attachments associated with criteria responses will not be counted as part of the 10 page limit.

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Criterion 1 – The Problem: Need for Outdoor Environmental Education (25 Points)

Substantiate the need for this PROJECT, explaining the general OUTDOOR EDUCATION needs and specifically why these needs exist at the PROJECT SITE.

- A. What are the OUTDOOR EDUCATION needs that this PROJECT will address?
- B. Why is this PROJECT needed at this PROJECT SITE?

Need for Outdoor Environmental Education	Points
There is an overwhelming need for this PROJECT; and there is a serious deficiency of similar OUTDOOR EDUCATION opportunities.	25-19
There is a compelling need for this PROJECT; and there is a deficiency of OUTDOOR EDUCATION opportunities.	18-12
There is a need for this PROJECT; and there is some deficiency of OUTDOOR EDUCATION opportunities.	11-6
There is minimal need for this PROJECT; and the deficiency of similar OUTDOOR EDUCATION opportunities is not well substantiated.	5-1
The need for the PROJECT was not substantiated.	0

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Criterion 2 – The Solution: Educational Opportunities (25 points)

Describe how the PROJECT will facilitate a wide variety of learning and discovery opportunities that accomplish the following:

- A. Communicate the significance and value of the outdoor environmental resource(s).
- B. Present the resource(s) within the context of their local, as well as larger, ecosystems.
- C. Actively engage the visitor's senses: auditory, visual, tactile and kinesthetic.
- D. Illustrate the connection between the challenges to the resources and corresponding solutions so that visitors understand the actions that can be taken to positively respond to adverse and significant impacts on the resources.
- E. Reveal solutions and connections that educate and inspire visitors to take steps to effect positive changes on the resource(s).

Educational Opportunities	Points
Compared to other APPLICATIONS, the PROJECT will facilitate comprehensive learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	25-17
Compared to other APPLICATIONS, the PROJECT will facilitate adequate learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	16-8
Compared to other APPLICATIONS, the PROJECT will facilitate minimal learning and discovery opportunities to educate the public about the resources, challenges facing the resources, and solutions to the challenges.	7-1
No learning and discovery opportunities about the resources were substantiated.	0

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Criterion 3 – Who will be served: Outreach and Applicant Experience (15 points)

- A. Describe how this PROJECT will serve the needs of senior citizens, economically disadvantaged, ethnic groups, school children, families and any other unique population groups who lack access to the OUTDOOR EDUCATION. As relevant, provide demographic, economic, and geographic characteristics.

Serves Population Groups	Points
The PROJECT will effectively serve the needs of all population groups who lack access to OUTDOOR EDUCATION.	10
The PROJECT will serve the needs of some population groups who lack access to OUTDOOR EDUCATION.	5
The PROJECT will not effectively serve population groups who lack access to OUTDOOR EDUCATION or did not respond.	0

- B. Describe any previously executed strategy for attracting and serving identified population groups by the APPLICANT, or any project manager working with the APPLICANT:

- Describe the previously targeted population group(s)
- Describe the project or event
- List strategic goals, methods, and outcomes

Applicant Outreach Experience	Points
The response indicates that the APPLICANT or its affiliate has successfully attracted and served identified population groups.	5
No experience by the APPLICANT with successfully attracting and serving identified population groups was described.	0

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Criterion 4 – Getting There: Project Availability (15 points total)

- A.** Describe transportation methods that the population groups identified in criterion 3 will use to access the PROJECT SITE, including but not limited to walking, biking, public transit, and private vehicle. For public transit methods, include frequency and proximity of transportation routes to the PROJECT SITE.

Physical Access	Points
The PROJECT will be accessible to the population groups identified in criterion 3 through a wide range of practical transportation options.	8
The PROJECT will be accessible to the population groups identified in criterion 3 through limited public and private transportation options.	4
The PROJECT will only be accessible to the population groups identified in criterion 3 by private transportation options, or response did not clearly describe available transportation methods.	2

- B.** Using the chart below, show the hours of public operation. If access to the PROJECT will vary throughout the year:

- Explain any seasonal variations, reservation requirements, or special hours for specific groups.
- Provide information on the days and hours for each season, if applicable.
- Provide total hours/ weeks averaged over the entire year.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total

Days and Hours	Points
The hours of operation will accommodate the population groups identified in criterion 3 and will be open at least 40 hours a week, including both weekend days.	7
The hours of operation will accommodate the population groups identified in criterion 3 and will be open at least 32 hours a week, including both weekend days.	4
The hours of operation will accommodate the population groups identified in criterion 3 and will be open at least 24 hours a week, including one weekend day.	2
The response given does not clearly show that the hours of operation will accommodate the population groups identified in criterion 3 and/or hours of operation will not accommodate the population groups identified in criterion 3 and/or will be accessible on weekdays only or did not respond.	0

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Criterion 5: Organizational Capacity (10 points)

A. In evaluating project management capacity, OGALS will consider:

- Applicant's history of completing and operating grant projects administered by OGALS (if applicable)
- Applicant performance during the application process
- Publicly available information, as well as information provided by the additional nonprofit requirements.

Provide *one or more* examples of capital outlay projects not administered by OGALS similar in type, scope, and/or dollar amount completed by the APPLICANT, or by any project manager working with the APPLICANT.

For each example provide the following information:

1. Scope of project
2. Total project costs
3. Project amount and funding source(s)
4. Discuss required completion date relative to actual completion date
5. Describe how this project is operated and maintained

Project Management Capacity	Points
The available information provided clearly demonstrates that the APPLICANT, or any project manager that will be used, has completed comparable projects on time and within budget and has a plan to operate and maintain the PROJECT.	8
The information provided somewhat demonstrates that the APPLICANT, or any project manager that will be used, has completed comparable projects on time and within budget and has a plan to operate and maintain the PROJECT.	4
The information provided shows neither the APPLICANT, nor any project manager to be used, has completed comparable projects on time and within budget and does not have a plan to operate and maintain the PROJECT, or did not respond.	Will not fund

B. Provide specific examples demonstrating experience and accomplishments with incorporating learning and discovery opportunities in a project.

OUTDOOR EDUCATION Capacity	Points
The information provided demonstrates that the applicant, and/or their design team and/or partners, have successfully designed projects incorporating a wide variety of learning and discovery opportunities.	2
The information provided shows neither the APPLICANT, nor any design team or partner to be used, has experience designing learning and discovery opportunities.	0

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Criterion 6: Long Term Programming, Operation and Maintenance (5 Points)

Describe the plan for long term sustainability of the PROJECT including its programming, operation and maintenance. Demonstrate ability to sustain the PROJECT for the entire 20 or 30 year term based on land tenure requirements.

- A. Describe APPLICANT experience in operating this type of PROJECT.
- B. What funding sources will be used to continue the programming, operation and maintenance of the PROJECT for the 20 or 30 year term? Funding sources may include, but are not limited to the APPLICANTS own funds, fees, special event charges, other grants, etc.
- C. If applicable, describe any additional resources, such as partners or volunteers, who will contribute to the long term stability of the PROJECT.
- D. What position or positions will be responsible for programming, operation and maintenance? How much of their time will be dedicated to that responsibility?

Long Term Programming, Operation and Maintenance	Points
The APPLICANT provided a clearly developed plan to sustain the PROJECT for the entire 20 or 30 year term, including programming, operation and maintenance.	5
The APPLICANT'S plan appears unlikely to sustain the PROJECT and meet the PROJECT'S programming, operational and maintenance needs OR did not provide a response.	Will not fund

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Criterion 7: Matching Funds (5 Points)

Complete the Match Certification Form below; OGALS will review and determine the Match contribution for this project.

This form is not part of the 10 page maximum for criteria responses.

Match	Points
APPLICANT/ GRANTEE will utilize GRANT funds for CONSTRUCTION COSTS <i>only</i> . NON-CONSTRUCTION COSTS will be funded from other sources and will not be eligible for reimbursement.	5
APPLICANT/GRANTEE will use GRANT funds for NON-CONSTRUCTION COSTS. Expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS will be eligible for reimbursement. (The APPLICANT has noted the estimated cost of non-construction costs on the Grant Scope/Cost Estimate form.)	0

Match Certification Form

Applicant/Grantee: _____

Project Name: _____

OGALS shall assign a higher priority to applications that include a commitment for match. If the GRANT is awarded, this form will be referenced during grant administration for payments.

Check one of the following:

- ☐ **Applicant/Grantee Provides Match:**
The applicant/grantee will only use Outdoor Environmental Education Facilities Grant funds for CONSTRUCTION COSTS. The applicant will absorb any additional costs necessary to complete the PROJECT, such as NON-CONSTRUCTION COSTS, and therefore will submit expenditures for CONSTRUCTION COSTS *only*. These additional costs represent the applicant's match.

Match = 5 points Or

- ☐ **Applicant/Grantee Does NOT Provide Match:**
The applicant/grantee will use Outdoor Environmental Education Facilities Grant funds for NON-CONSTRUCTION COSTS (up to 25% of the GRANT Amount) and therefore will submit expenditures for CONSTRUCTION COSTS and NON-CONSTRUCTION COSTS.

Match = 0 points

Certification:

I hereby certify that the above match category selected will be upheld for the purposes of the application process and administration process of the GRANT.

AUTHORIZED REPRESENTATIVE
(Signature)

Date

AUTHORIZED REPRESENTATIVE
(Printed Name and Title)

VI. Eligible/Ineligible Costs

ELIGIBLE CONSTRUCTION COSTS

Up to 100% of GRANT Amount
(Only within the PROJECT SITE)

EXAMPLES

- **Site preparation, grading, demolition**
- **Purchase and installation of permanent facilities**, such as signage, kiosks and other small structures.
- **Construction supplies and materials**: may be drawn from central stock if claimed costs are no higher than supplies or materials purchased elsewhere.
- **Construction equipment owned by GRANTEE**: equipment owned by the GRANTEE may be charged to the GRANT for each use. Rental rates published by the California Department of Transportation may be used as a guide. For audit purposes, a report or source document must describe the work performed, indicate the hours used, relate the use to the GRANT SCOPE, and must be signed by the operator or supervisor.
- **Construction equipment rented or purchased by GRANTEE**: Equipment may be rented or purchased, whichever is the most economical use of grant funds.

For purchased equipment, the GRANT will pay for the rental price equivalent in proportion to the time the purchased equipment is used on the GRANT SCOPE (Rental rates published by the California Department of Transportation may be used as a guide). The GRANT will pay for the total cost of the equipment if the purchase price is less than the rental price equivalent. Any funds earned by the GRANTEE from the sale of equipment purchased with the GRANT must be spent on the PROJECT.

- **Construction management**: includes scheduling mobilization, directing equipment, materials, construction personnel, and site inspections.
- **Employee services**: for direct costs related to construction. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.

NON-CONSTRUCTION COSTS

Maximum 25% of GRANT Amount
(Only eligible for reimbursement if not receiving match points)

EXAMPLES

- **Plans, specifications, construction documents, and cost estimates**
- **Design of permanent facilities**, such as signage, kiosks and other small structures.
- **Permits**
- **Premiums on hazard and liability insurance to cover personnel or property.**
- **Fidelity bond premium cost:** see GRANT ADMINISTRATION GUIDE
- **Bid packages**
- **Employee services:** for direct costs related to grant administration/accounting. Time and attendance records must be maintained as charges are incurred, recording the actual time spent on the PROJECT, and describing the specific work. Salary and wages must be calculated according to the GRANTEE'S wage and salary scales, and may include benefits. For more information see the accounting rules for employee services explained in the GRANT ADMINISTRATION GUIDE.
- **Grant administration/accounting:** includes completion and submission of forms and payment requests.

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INELIGIBLE COSTS

Cannot be charged to the GRANT

EXAMPLES

- **CEQA Costs**
- **Fundraising**
- **Food**
- **Grant Writing**
- Any part of a building or FACILITY which does not meet the intent of the program, and is not related to the need to provide, or support OUTDOOR EDUCATION. Examples include, but are not limited to, unrelated office, storage and equipment space.
- Objects/Items for display, for example: collections, specimens, artifacts and animals.
- Materials or programs including brochures, audios, videos and films.
- Costs for developing or staffing programs, for example: interpretation and outdoor education.
- Indoor facilities or spaces.
- Repairs, restoration and maintenance intended to keep a facility functional at its designed level of services and life expectancy
- Movable equipment such as tables, chairs, table top computers, etc.
- **Outside the GRANT PERFORMANCE PERIOD:** costs incurred before or after the GRANT PERFORMANCE PERIOD
- **Indirect costs:** overhead business expenses of the GRANTEE'S *fixed or ordinary operating costs*: (rent, mortgage payments, property taxes, utilities and office supplies)
- **Software** (not related to the GRANT SCOPE)
- **Acquisition Costs**
- **Outside PROJECT SITE boundaries:** Streets, traffic lights, electricity, water mains or other infrastructure not located within the PROJECT SITE.

VI. Definitions

Words and terms shown in small caps in this guide are defined below.

APPLICANT – an entity which does not yet have a fully-executed contract with OGALS, and is requesting grant funding through a competitive process.

APPLICATION PACKET – the application form and its required attachments as listed in the application checklist.

APPROPRIATION DATE – July 1 of the fiscal year in which funds have been appropriated in the State Budget. The APPROPRIATION DATE is the start of the GRANT PERFORMANCE PERIOD.

AUTHORIZED REPRESENTATIVE – the APPLICANT’S/GRANTEE’S designated position authorized to sign all required grant documents on behalf of the APPLICANT.

CONSTRUCTION COSTS – expenses incurred after ground-breaking construction activities such as site preparation, grading, or gutting begins.

CONTRACT – an agreement between OGALS and the GRANTEE specifying the performance of the GRANT SCOPE within the GRANT PERFORMANCE PERIOD, and other grant obligations between the GRANTEE and OGALS.

DEVELOPMENT – the physical improvement of real property including the construction of facilities or structures.

ELIGIBLE COSTS – expenses directly related to the completion of the GRANT SCOPE, and which may be charged to the grant if (1) there is a fully executed CONTRACT between the GRANTEE and OGALS; (2) they are incurred *during* the GRANT PERFORMANCE PERIOD; (3) they are consistent with the eligible cost charts on pages 23-24.

GRANT – funds made available to a GRANTEE for completion of the GRANT SCOPE during the GRANT PERFORMANCE PERIOD.

GRANTEE – an entity having a CONTRACT with OGALS for a GRANT funded by the OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES GRANT PROGRAM.

GRANT ADMINISTRATION GUIDE – the document titled the “GRANT ADMINISTRATION GUIDE for Outdoor Environmental Education Facility Grants” available from OGALS. The guide provides requirements and forms for grant administration.

GRANT PERFORMANCE PERIOD – the period of time, starting with the APPROPRIATION DATE, that ELIGIBLE COSTS may be incurred by the GRANTEE and charged to the grant, and ending eight years after the APPROPRIATION DATE.

GRANT SCOPE – the items listed in the GRANT SCOPE/Cost Estimate Form that must be completed.

NON-CONSTRUCTION COSTS – Expenses incurred prior to ground breaking, as well as costs associated with grant administration.

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OGALS – The California Department of Park and Recreation’s Office of Grants and Local Services.

OUTDOOR EDUCATION – focused learning in a natural outdoor setting about the natural environment that inspires environmental stewardship and an appreciation of the natural world, including understanding how humans interact with, and are dependent on, natural ecosystems.

PROJECT – items listed in the GRANT SCOPE/Cost Estimate Form.

PROJECT SITE – the facility in which the PROJECT is located; typically this would be a park, trail or wilderness area.